



Legal Assistant – Motions & Entry

KWA is currently looking for a highly motivated legal assistant who enjoys working in a progressive-minded value-driven organization. We are looking for a candidate to join our collection support department who is detail-oriented and takes initiative with the ability to work in a group and independently. A hybrid remote schedule is available.

Primary Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage Motion for Default Judgments.
- Draft and prepare Motion for Default Judgments for attorney review including verifying affidavit meets courts' requirements, account balance verification and Defendant information verification.
- Handle Motion for Default Judgment revisions in a time manner and forward revised Motion for Default Judgment to attorney for second review.
- Copies, mail and/or electronic file all Motion for Default Judgment's to the Court and defendant(s) when needed.
- Responsible for conducting the full range of activities required to prepare, submit, and manage Consent Judgment Entries.
- Draft and prepare Consent Judgment Entries and executed Consent Judgment Entries for attorney review including account balance verification and Defendant information verification.
- Handle Consent Judgment Entries and executed Consent Judgment Entries revisions in a time manner and forward revised Consent Judgment Entries to attorney for second review.
- Copies, mail and/or electronic file all Consent Judgment Entries and executed Consent Judgment Entries to the Court and defendant(s).
- Service Checks – Check for Service
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.
- Performs other incidental and related duties as required and assigned.

Qualifications and Requirements:

Education: High school diploma or equivalent

Experience: Law firm experience a plus

Computer Skills: Proficiency in Microsoft Office Suite

Other: Strong Clerical skills, attention to detail, ability to multitask, ability to work in a fast paced environment and customer service skills a must.

Traits: Must be a self-starter, able to work independently and without supervision, ability to conduct oneself professionally, in an unbiased manner, exercising sound independent judgment and ability to consistently exercise discretion on matters of significance to Firm and attention to detail.

Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: *Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.*